



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**REQUEST FOR QUOTATION**

**The Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the **"PROCUREMENT and DELIVERY" of Supplies for Project No. 25-02-023A: Procurement of Common-use supplies for use in the Division Office for Quarter 1 of CY 2025** for CY 2025 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Five Thousand Three Hundred Sixty-One Pesos and Eighty Cents Only (P205,361.80)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than March 17, 2025, 1:30 PM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2025 Business/Mayor's Permit, Tax Clearance and PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at [bac.digocity@deped.gov.ph](mailto:bac.digocity@deped.gov.ph).

  
**MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.**  
*BAC Chairperson*

Name of Company : JEM'S SCHOOL AND OFFICE SUPPLIES TRADING  
 Address : Purok 4, Matti, City of Digos, Davao del Sur  
 Contact Number : 0997 280 3844  
 Name of Store/Shop :  
 Address :  
 TIN :  
 PhilGEPS Registration Number :  
 RFQ Number : 25-02-023A

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.
- (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
- (6) Products covered by the Bureau of Philippine Standards' (BPS) Mandatory Product Certification Schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) Mark or Import Commodity Clearance (ICC).

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Lot 1</b>		<b>Procurement and Delivery of:</b>			
		<b>Division Office Quarter 1 Common-use Supplies</b>			
	bottle	Alcohol, ethyl, 500mL	36		
	piece	Sign pen, black, 0.5	38		
	piece	Sign pen, black, 0.5	44		
	piece	Sign pen, black, 0.7	48		
	piece	Sign pen, blue, 0.5	28		
	piece	Sign pen, blue, 0.5	4		
	piece	Sign pen, blue, 0.7	18		
	piece	Sign pen, black, rubberized handle, 1.0	12		
	piece	Sign pen, blue, rubberized handle, 1.0	12		
	pack	Battery, dry cell, size AA, heavy duty, 4pc/pack	8		
	pack	Battery, dry cell, size AAA, heavy duty, 4pc/pack	8		
	box	Staple wire, heavy duty, binder type, 23/13	11		
	bottle	Cleaner, toilet bowl and urinal, 500ml	18		
	container	Cleanser, scouring powder	3		
	pouch	Detergent powder, all purpose, 500 grams	25		
	can	Disinfectant spray, 750ml	21		
	bottle	Ink, stamp pad, blue	15		
	piece	Philippine national flag, 3ft x 5ft	3		
	bottle	Glue, all-purpose	18		
	bottle	Epson ink 003, black	6		
	bottle	Epson ink 003, cyan	6		
	bottle	Epson ink 003, magenta	6		
	bottle	Epson ink 003, yellow	6		
	box	Fastener, plastic	1		
	piece	Ballpen, blue/black	27		
	pack	Photo paper, A4 size	15		
	cartridge	Ribbon cartridge	1		
	pad	Notepad, stick-on, 50mm x 76mm	20		
	pad	Notepad, stick-on, 76mm x 100mm	20		
	pad	Notepad, stick-on, 76mm x 76mm	10		
	roll	Tape, masking, 24mm	5		
	roll	Tape, packaging, 48mm	3		
	roll	Tape, transparent, 48mm	7		
	box	Clip, backfold, 32mm	5		
	piece	Correction tape, with extra refill	40		
	piece	Data file box, color: maroon	30		
	piece	Dater stamp, metal	6		
	box	Envelope, documentary, legal	1		
	box	Envelope, expanding, kraft	4		
	piece	Envelope, expanding, Plastic	3		
	box	Envelope, mailing	2		

box	Envelope, mailing with window, brown	1
box	Fastener, metal	23
piece	File organizer, expanding, plastic, legal	40
pack	Folder, L-type, A4	2
box	Folder, pressboard	6
piece	Marker, permanent, black	42
piece	Marker, permanent, blue	24
piece	Marker, permanent, red	24
piece	Marker, whiteboard, black	26
piece	Pencil sharpener, manual rotary	5
box	Rubber band, no. 18	4
piece	Stamp pad, felt	14
piece	Stapler, standard type	19
piece	Staple remover, plier-type	3
piece	Stapler, #35	3
ream	Paper, multicopy, 70gsm, A4	100
ream	Book paper, 80gsm, A4	12
ream	Book paper, 80gsm, legal	36
bottle	Epson ink 664, black	7
bottle	Epson ink 664, magenta	6
bottle	Epson ink 664, cyan	6
bottle	Epson ink 664, yellow	6
piece	Ink cartridge, Brother MFC J200, LC539XL-BK (Black)	1
piece	Ink cartridge, Brother MFC J200, LC539XL-BK (Cyan)	1
piece	Ink cartridge, Brother MFC J200, LC539XL-BK (Magenta)	1
piece	Ink cartridge, Brother MFC J200, LC539XL-BK (Yellow)	1
piece	Data file box, color: maroon	30
piece	TN Toner Brother HL2375DW	1
piece	DR 2455 Brother printer HL2375DW	1
piece	Toner powder Brother printer HL2375DW	1
bottle	Brother BT D60 ink, black	9
bottle	Brother BT 5000, cyan	6
bottle	Brother BT 5000, magenta	6
bottle	Brother BT 5000, yellow	6
ream	Folder, legal, brown	1
can	Insecticide, 500ml	6
bottle	Dishwashing liquid, 350ml	6
pack	Tissue, interfolded paper towel	55
pack	Wet wipes, unscented, 100 sheets	3
piece	Broom, walis tambo	7
piece	Broom, walis ting-ting	2
can	Floor wax, paste type, red, small	6
bottle	Hand soap, liquid, 500ml	27
kilo	Rags	9
roll/pack	Trashbag, large size	32
roll/pack	Trashbag, XL size	5
piece	Facial tissue, 2-ply, 175 pulls	4
unit	External hard drive, 1TB	5
unit	Printer, laser monochrome	2
piece	Office organizer office supplies, desk storage, multi-function stationery storage box, high quality wire mesh, black	1
piece	Document tray set, mesh wire	1
<b>Grand Total:</b>		

\*The above quoted prices are inclusive of all costs and applicable taxes

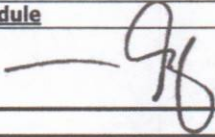
**Financial Offer**

<b>Approved Budget for the Contract</b>	In words: _____
Two Hundred Five Thousand Three Hundred Sixty One Pesos and Eighty Cents Only	In figures: _____
<b>P205,361.80</b>	

<b>Payment Details:</b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

<b><u>SCHEDULE OF REQUIREMENTS</u></b>	<b><u>Delivery Schedule</u></b>
<b>Delivery of goods/supplies (enumerated under Technical Specifications)</b>	<b>Within 10 days upon receipt of Purchase Order.</b> 

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**


\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone/Fax/Mobile no.

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Email address/es

**Canvassed by:**

  
**JOEL ESTOMO**

\_\_\_\_\_  
Signature over printed name

**3-11-25**

\_\_\_\_\_  
Date